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OFFICE OF SECURITY

MONTHLY STATISTICAL REPORT

FEBRUARY 1957

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18 MAR 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Office of Security Statistical Report
for February 1957

1. Attached are charts and tables reflecting some of the work loads and activities of the Office of Security for February 1957. It is again suggested for analyzing the trends indicated by the various charts, that the report for December 1956 be used in conjunction with the examination of this report. It is also reiterated that the statistics presented herein reflect only that portion of the work of this Office which lends itself to statistical presentation.

Chart #1
and
Table A

WORK LOAD OF OVERT AND SEMI COVERT CASES

The total receipts of overt and semi covert cases dropped from 1522 in January to 1170 during February. You will recall that the large increase in receipts in January were attributed to a large number of requests for FBI checks in connection with the [REDACTED]. The requests

25X1A8b from the [REDACTED] for checks in connection with this program during the month of February dropped from 696 to 265, hence the corresponding drop in total number of cases received. However, the total number of 1170 receipts ranks well up in comparison to "heavy" months in 1956.

An increase of 59 T/O Staff Applicant cases over last month raised the total Staff Applicant cases received for February to 368. This reflects what appears to be a stepping up of the recruiting program by the Office of Personnel. It is anticipated that this increase will be reflected by increased receipts in T/O Staff Applicant cases during the next few months. There was a

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decrease in approvals of T/O Staff Applicant cases from 227 in January to 196 during February.

**Table B STATUS OF FIELD ACTIONS ON OVERT AND SEMI
COVERT CASES**

The field work imposed by overt and semi covert cases shown in Table "A" is reflected in this table in two principal categories, namely, those assigned for full field investigation and those assigned for name checks only. The field assignments plus those shown in Table "D" following, reflect statistically the work load on our field offices.

**Chart #2 TIME FACTORS IN PROCESSING OVERT AND SEMI
Table C COVERT CASES**

and

Chart #3 These statistics are confined to regular Applicants, Consultants and Military Assignee cases received from the Office of Personnel. Cases of a secondary priority type and those which would distort the averages by short processing time are not included.

This month, 218 regular Applicant Type cases received from the Office of Personnel, are considered for computing the "total average days required to complete in the Office of Security".

Although a reduction of three days (from 18 to 15 days) was effected in processing cases through Appraisals, an increase from 59 to 85 days required for Investigations resulted in increasing the total average days required to complete a case in February to 100 days in contrast to the 77 total average days required in January. These statistics are reflected in Chart #2.

An analysis of the processing time shown in Table "C" reflects that approximately 26% of the 218 cases considered were processed within 90 days and approximately 74% required over 90 days to complete.

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Chart #3 shows a very satisfactory drop in the number of cases pending over 90 days, from 177 in January to 109 in February.

Chart #4
and
Table D

COVERT CASES AND COVERT OPERATIONAL SUPPORT ACTIVITIES

The work load of covert cases continues to fluctuate in an up and down manner. This month the covert cases dropped from 1792 in January to 1036 in February. The covert operational support requests remained constant at 674, showing no change from the previous month.

The man hours expended on operational support cases also remained constant with very little change from 4212 man hours in January to 4226 man hours in February.

Table E

CONTROL, SUPPORT AND SERVICE OF OVERT ACTIVITIES

Various activities are reflected ranging from servicing other agency requests, control of employees' outside activities, and control of administrative and personnel actions, to participation of the Office of Security in training activities.

With respect to training, it is observed that the number of Security personnel receiving training increased from 27 last month to 80 during February, and that these persons devoted a total of 3,568 man hours to this activity. This effort is calculated to be 5.6% of the maximum possible man hours worked in the Office of Security during February. The number of persons receiving training and the estimated percentage of possible man hours devoted thereto are reflected in Chart #5 following.

Chart #5 TRAINING ACTIVITIES

Self Explanatory.

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Table F PHYSICAL SECURITY ACTIVITIES

Self Explanatory.

**Chart #6
and
Table G
HEADQUARTERS AREA ACCIDENT STATISTICS FOR
FOURTH QUARTER--October-December 1956**

This chart and table, in addition to showing the types of accidents experienced in the Agency, also compare Agency accident statistics with those of the Government and the National Safety Council. The Agency Frequency Rate, although continuing considerably lower than the Government Frequency Rate, shows an increase in this quarter over the preceding quarter putting it well over the National Safety Council Rate. The Agency's Severity Rate, however, continues to be extremely low and reflects very favorably in comparison with the high Severity Rates of the Government and the National Safety Council. Falls continue to be the source for the majority of accidents which result in time lost by the employee. Careless handling and moving of safes, together with cuts and abrasions due to minor accidents make up the majority of accidents requiring first aid for the quarter.

2. The report on Executive Order 10450 cases for February 1956 was forwarded to you on an "Eyes Only" basis under date of 8 March 1957.

**Sheffield Edwards
Director of Security**

Attachments

Distribution

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